

# CareerTech Information Management System (CTIMS)

## Technology Center Business Master Guidebook



September 2022

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## CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov), contact:

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## [Help and Troubleshooting](#)

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

**IMPORTANT:** Please log into CTIMS using the latest version of Microsoft Edge , Google Chrome , or Mozilla Firefox . CTIMS is currently not compatible with other browsers.

### **CTIMS Customer Support Contact**

Rebecca Saxon

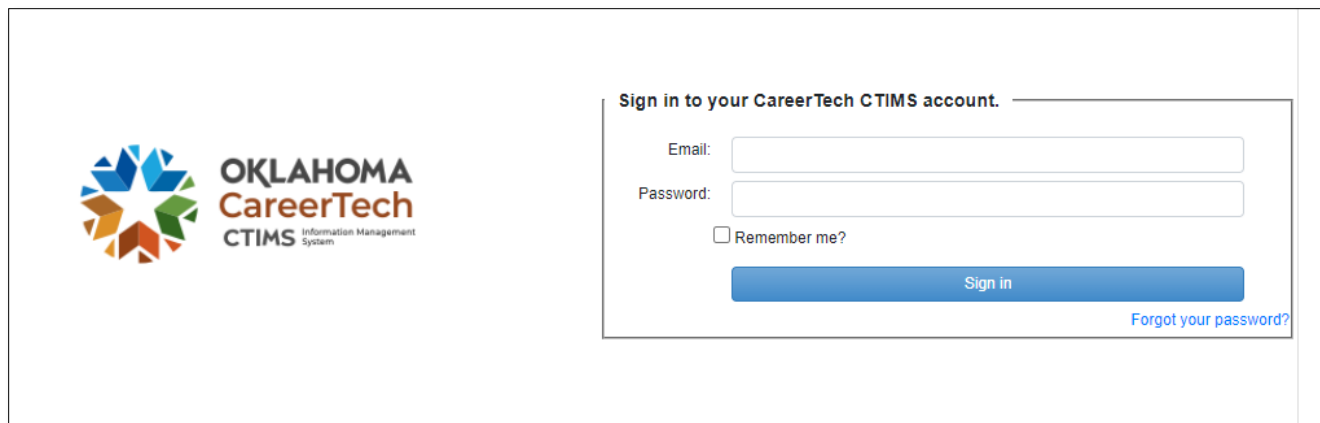
Office: (405) 743-5134

Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

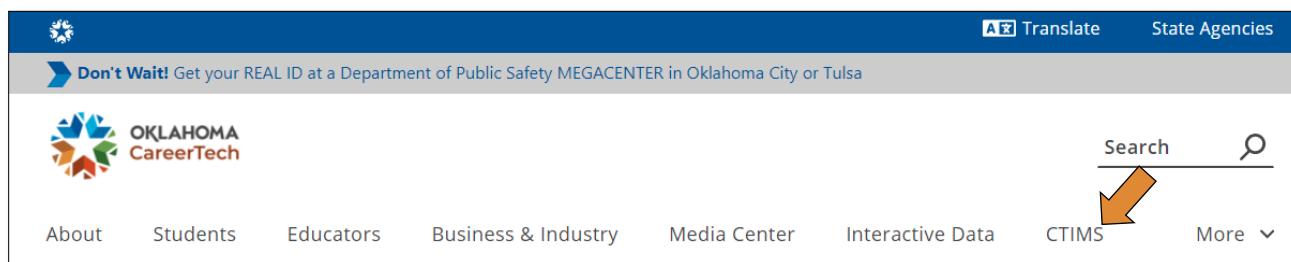
**Objective:** This guidebook will take you through the steps to search for business names & codes and to request new business codes in CTIMS.

## Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



Or, go to [CareerTech \(oklahoma.gov\)](https://oklahoma.gov) and select the CTIMS tab.



On the IMD website, select the green CTIMS Login button.

## CTIMS (CareerTech Information Management System)

### CTIMS Login and Assistance

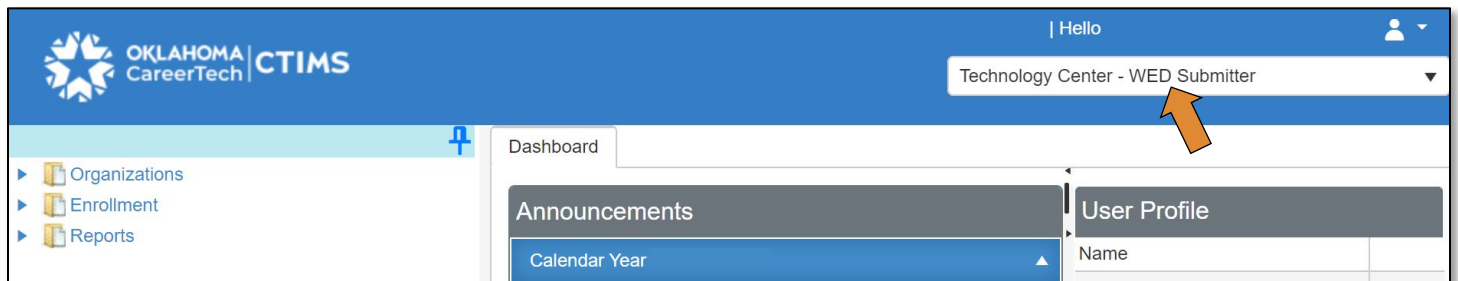
 • Click here to login to CTIMS:

- Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.
- [Setting up your CTIMS Account](#)
- For help with CTIMS, contact the Information Management Division via email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

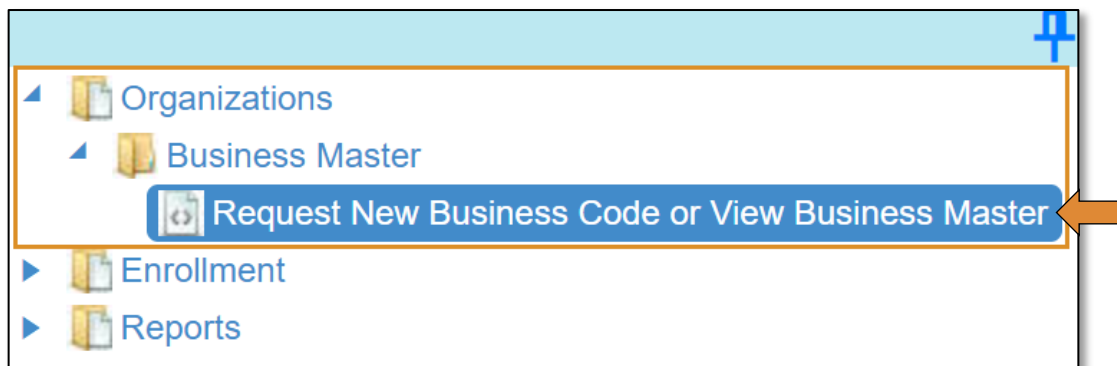
## Accessing the Business Master Module

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – Full-time Submitter**, **Technology Center – WED Submitter** or **EDI – Local Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – Full-time Submitter**, **Technology Center – WED Submitter** or **EDI – Local Coordinator**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



- Click the arrows next to **Organizations & Business Master**.
- Click on the **Request New Business Code or View Business Master** link.



**NOTE:** Search the Business Master before requesting a new business code to verify that the business does not already have a code in CTIMS. If you find a business code that is inactive, please email CTIMSSupport@careertech.ok.gov, we will make it active for you.

The tagged numbers in the screenshot correspond to the instruction steps below.

**NOTE:** The red asterisks\* represents a required field.

To search for an existing business record, select **Find Existing Business**.

- Click on the down arrow on the **Business Name** box to select different search options.
- You can search by **Business Name, Business Code, City** or **All**.
- If you choose **Business Name, Business Code** or **City**, type at least one character in the **Enter Search Text** box, then select the **Search** button.
- If you select **ALL** and do not enter in any criteria, all records will be displayed.

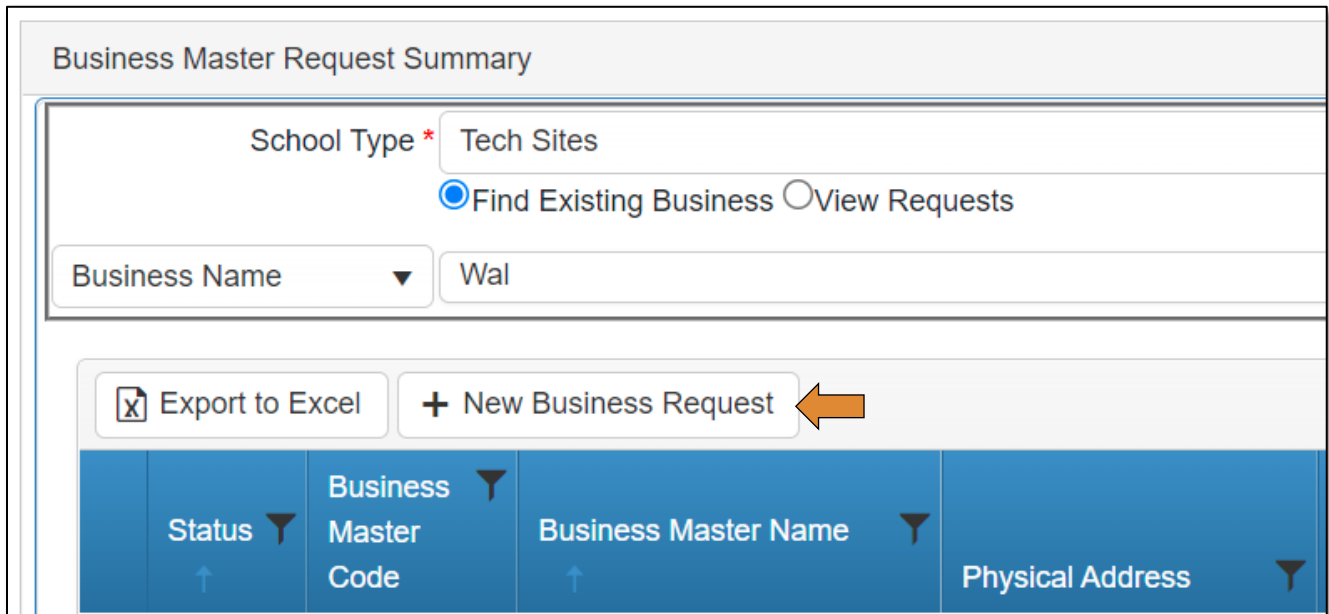
There may be more than one business with the same name. Match your business name with the address. Also, the same business name could have hyphens or be one word. If a business name has hyphens, try searching with and without the hyphens. **NOTE:** You can expand columns by hovering over the line between the columns, the pointer changes to a double arrow, move the arrow right or left to change the size of the column.

Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number
Active	7131	WALMART - ANADARKO	1201 WEST PETREE R...		452910	Warehouse Clubs and Supercenters	710794416
Active	49965	Superior Drywall	2547 E. Seminole, Tulsa...		236118	Residential Remodelers	
Active	30329	DENVER ACOUSTICS & ...		P O BOX 82872, Oklaho...	238310	Drywall and Insulation Contractors	

## Requesting a New Business Code

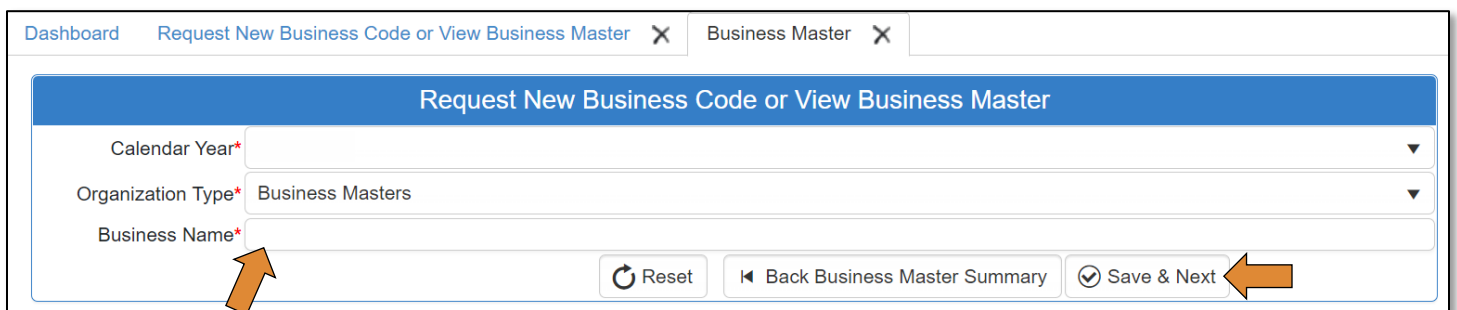
If a business is not found:

- Request a new business code by clicking on the **+ New Business Request** button.
  - You will be directed to a new screen.



The screenshot shows the 'Business Master Request Summary' form. At the top, there's a header 'Business Master Request Summary'. Below it, the 'School Type' is set to 'Tech Sites'. There are two radio buttons: 'Find Existing Business' (selected) and 'View Requests'. The 'Business Name' field contains 'Wal'. Below this, there's a bar with 'Export to Excel' and '+ New Business Request' buttons. An orange arrow points to the '+ New Business Request' button. Below the bar is a table with columns: 'Status', 'Business Master Code', 'Business Master Name', and 'Physical Address'. Each column has a dropdown arrow.

- In the box next to **Business Name**, enter the name of the business. The business name must be unique. If the business is a chain or the name already exists, you will need to add a unique identifier, such as a town name or store number to define it.
- Click **Save & Next**.
  - You will be directed to a new screen.



The screenshot shows the 'Request New Business Code or View Business Master' form. At the top, there's a header 'Request New Business Code or View Business Master'. Below it, there are three fields: 'Calendar Year\*', 'Organization Type\*' (set to 'Business Masters'), and 'Business Name\*'. An orange arrow points to the 'Business Name\*' field. At the bottom, there are three buttons: 'Reset', 'Back Business Master Summary', and 'Save & Next'. An orange arrow points to the 'Save & Next' button.



## Entering Information for New Business

- Click the drop-down to choose the **Primary NAICS Code**, start typing in the NAICS number or a title keyword, the selection will filter down the more you type in.
- Enter the **FEI Number** and **DUNS Number**, if applicable.
- If the NAICS code begins with a **92**, you must select the **Business Type** (City Business, County Business, State Business, or Federal Business.)
- Complete the **Physical** and **Mailing** addresses. The Physical address is **mandatory**. Enter the mailing address if it is different than the physical address. **NOTE:** When information is entered in the address fields, a red triangle will appear in the upper left corner of the box; this does not mean there is an error, only that data has been entered in the field.
- Click on the **Refresh** button if you would like to clear the form and start over.
- Click **Submit for Approval**.
  - If you are missing any data elements, you will get an error message when you try to submit. Correct the errors and resubmit.

Request New Business Code or View Business Master

Business Code \*\*\*\*\*

Business Name\* Andra's Flower Shop

Primary NAICS Code\* Please enter 2 characters and Select from the List

DUNS Number Please enter 2 characters and Select from the List

FEI Number

Vendor Number

Federal Business

Type	Street*	City*	State*	Zip*
Physical*				
Mailing				

Request New Business Code or View Business Master

Business Code \*\*\*\*\*

Business Name\* Andra's Flower Shop

Primary NAICS Code\* (424930) Flower, Nursery Stock, and Florists' Supplies Merchant W...  
(Note: Enter Number or Name)

DUNS Number

FEI Number

Vendor Number

Business Type Required for NAISC code starting with 92\*

☒ City Business ☐ County Business ☐ State Business ☐ Federal Business

Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076-____
Mailing				


Save Changes Submit for Approval Refresh

- Click the **OK** button.
  - Your request has now been successfully submitted for review.


Feel free to email [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) to let us know you have submitted a business code request.


You will receive an email from [CTIMS@careertech.ok.gov](mailto:CTIMS@careertech.ok.gov) indicating that your request was successfully submitted.

No additional action is required from you at this point.



**CareerTech** <[ctims@careertech.ok.gov](mailto:ctims@careertech.ok.gov)>  
**New Business Master - Action Required - Fully Approved**

To  Andra Beyer

Cc  Andra Beyer

Business Code: 50142  
Business Name: Andra's Flower Shop  
Approval Stage: Fully Approved Stage  
Approver School Name: Oklahoma Department of Career and Technology Education  
Approver Name: Beyer Andra  
Approval Status: Submitted successfully

**Approval Process Note:**

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

**\*\*Note:**

The following browsers are recommended:

Microsoft Edge ,Google Chrome ,Mozilla Firefox


CTIMS is not recommended with other browsers.

For assistance, contact us at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)


Thank you,

CareerTech Information Management Division


If your Business Code request is rejected, you will get an email stating that your Approval Status is **Rejected**. The reason for the rejection will be listed in the **Approval Process Note** in the rejection email. See instructions for the [Change Request](#) process to make corrections and resubmit your request.




**CareerTech** <ctims@careertech.ok.gov>  
New Business Master - Action Required - Pending

To  Andra Beyer

Cc

Business Name: Hobby Lobby Distribution- S OKC  
Approval Stage: Fully Approved Stage  
Approver School Name: Oklahoma Department of Career and Technology Education  
Approver Name: Beyer Andra  
Approval Status: **Rejected** 

**Approval Process Note:** Please add physical address. 

**Action Required Details**  
Next Stage: Business Submitter  
Next Stage User: [kumarendra.mishra@omes.ok.gov](mailto:kumarendra.mishra@omes.ok.gov)  
Approval Status: Pending

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

**\*\*Note:**

The following browsers are recommended:

Microsoft Edge ,Google Chrome ,Mozilla Firefox

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For assistance, contact us at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)

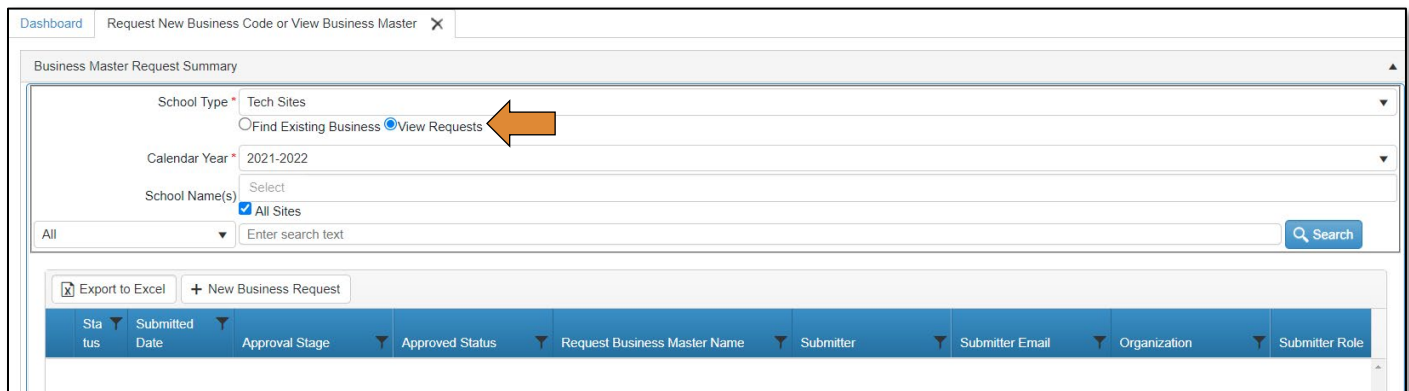
Thank you,

CareerTech Information Management Division

## Change Request

If changes need to be made after submitting a Business Code request, but before it is fully approved, or if your request is rejected, you will need to go through the change request process to make changes.

- Select the **View Requests** radio button.
  - To see only the requests submitted by your site, uncheck the box next to **All Sites**.
- Type the first 3 letters of your school name in the **School Name(s)** box and select your school.
- Click on the **Search** button.



Dashboard | Request New Business Code or View Business Master X

Business Master Request Summary

School Type \* Tech Sites  
☐ Find Existing Business ☒ View Requests

Calendar Year \* 2021-2022

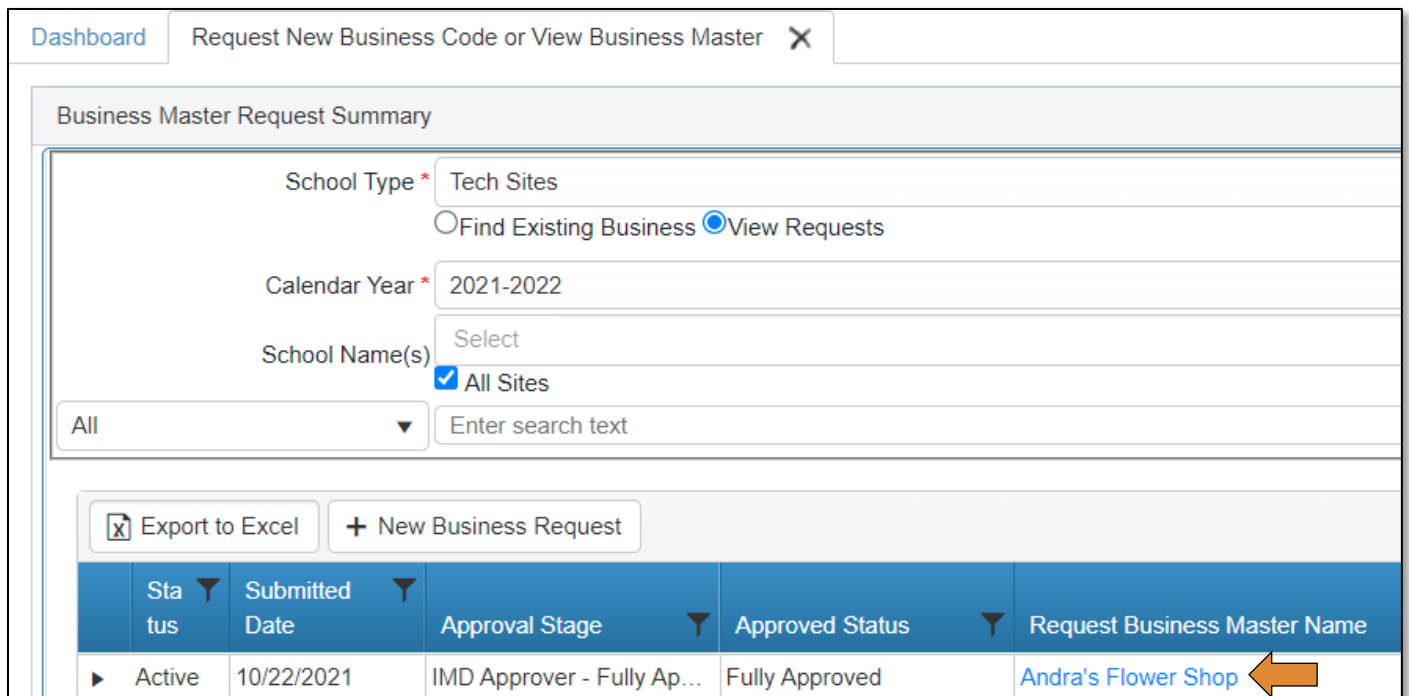
School Name(s) Select  
☒ All Sites

All Enter search text Search

Export to Excel + New Business Request

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name	Submitter	Submitter Email	Organization	Submitter Role
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- Select the request you wish to change by clicking on the blue Business Master Name hyperlink.



Dashboard | Request New Business Code or View Business Master X

Business Master Request Summary

School Type \* Tech Sites  
☐ Find Existing Business ☒ View Requests

Calendar Year \* 2021-2022

School Name(s) Select  
☒ All Sites

All Enter search text

Export to Excel + New Business Request

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name
▶ Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	<a href="#">Andra's Flower Shop</a>

- Click the **Change Request** button.

Request New Business Code or View Business Master

Business Code: \*\*\*\*\*

Business Name: Andra's Flower Shop

Primary NAICS Code: (424930) Flower, Nursery Stock, and Florists' Supplies Merchant Whole...  
Please enter 2 characters and Select from the List  
(Note: Enter Number or Name)

FEI Number:

DUNS Number:

Vendor Number:

Business Type Required for NAISC code starting with 92\*  
☐ City Business ☐ County Business ☐ State Business ☐ Federal Business

Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076
Mailing				

Save Changes Change Request Submit for Approval Refresh

You will get a popup indicating you are going to cancel the approval process and initiate the change request process.

- Click **OK**.

Change Request

You are going to cancel the approval process and initiating the change request process, Are you sure?

Cancel OK

- Make the necessary changes to your request.
- Click on **Submit for Approval**.

Request New Business Code or View Business Master

Business Code: \*\*\*\*\*

Business Name: Andra's Flower Shop

Primary NAICS Code: (424930) Flower, Nursery Stock, and Florists' Supplies Merchant Whole...  
Please enter 2 characters and Select from the List  
(Note: Enter Number or Name)

FEI Number:

DUNS Number:

Vendor Number:

Business Type Required for NAISC code starting with 92\*  
☐ City Business ☐ County Business ☐ State Business ☐ Federal Business

Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076
Mailing				

Save Changes Submit for Approval Refresh

- Click OK on the popup screen.
  - You will be directed to another screen



- Click on the **Approve** button if you are ready to finalize your changes.

**Approval Process - New Business Master Approval**

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

Request Number: OBM-BI-50142

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
► <b>Business Submitter - 1st Stage</b>	10/22/2021 1:58:04 PM	Tech Center BIS S...	Andra - Beyer	Andra.Beyer@car...	Cancel for Change...	Change Request Process	
IMD Approver - Fully Approved Stage	10/22/2021 1:58:37 PM						

**Current Approval Stage Information**

Approved By*	Beyer Andra	Approval Stage*	1st Stage
Approver School*	Oklahoma Department of Career and Technology Educa...	Approver Role*	Tech Center BIS Submitter
Approver Email*	Andra.Beyer@careertech.ok.gov	Approval Date*	10/22/2021

- Click **Ok**.
- Click **Ok**, again.

## View Requests

View the business requests that you have submitted by returning to the screen with the tab entitled **Request New Business Code** or **View Business Master**.

- Select the radio button beside **View Requests**.
- To see only the requests submitted by your site, clear the check mark beside **All Sites**.
- Type the first 3 letters of your school name in the **School Name(s)** box and select your school.
- Click on the **Search** button.

Dashboard | Request New Business Code or View Business Master X

**Business Master Request Summary**

School Type\* Tech Sites  
☐ Find Existing Business ☒ **View Requests**

Calendar Year\* 2021-2022

School Name(s) Select  
☒ All Sites

All Enter search text

This will bring up the list of requests.

- To see the status of the request, click on the black arrow at the beginning of the row, to the left of the Status column.

Business Master Request Summary

School Type \*
Tech Sites

☐ Find Existing Business
☒ View Requests

Calendar Year \*
2021-2022

School Name(s)
Select
☒ All Sites

All
Enter search text

Export to Excel
+ New Business Request

	Sta tus	Submitted Date	Approval Stage	Approved Status	Request Business Master Name
	Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	<a href="#">Andra's Flower Shop</a>

You can view the details of the business request as it moves through the approval process.

Export to Excel

+ New Business Request

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name																		
Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	Andra's Flower Shop																		
<table><thead><tr><th>Approval Stage</th><th>Approval Status</th><th>Approval/Rejection Note</th></tr></thead><tbody><tr><td>Business Submitter - 1st Stage</td><td>Approved</td><td>New Process</td></tr><tr><td>Business Submitter - 1st Stage</td><td>Cancel for Change ...</td><td>Initiated Change request process.</td></tr><tr><td>Business Submitter - 1st Stage</td><td>Cancel for Change ...</td><td>Change Request Process</td></tr><tr><td>Business Submitter - 1st Stage</td><td>Approved</td><td></td></tr><tr><td>IMD Approver - Fully Approved Stage</td><td>Approved</td><td></td></tr></tbody></table>					Approval Stage	Approval Status	Approval/Rejection Note	Business Submitter - 1st Stage	Approved	New Process	Business Submitter - 1st Stage	Cancel for Change ...	Initiated Change request process.	Business Submitter - 1st Stage	Cancel for Change ...	Change Request Process	Business Submitter - 1st Stage	Approved		IMD Approver - Fully Approved Stage	Approved	
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